

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: <u>DOH07222967</u>	DATE POSTED: <u>03/03/22</u>
POSITION NO: <u>941031</u>	CLOSING DATE: <u>03/23/2022 by 5pm</u>
POSITION TITLE: <u>Building Maintenance Worker (S)</u>	
DEPARTMENT NAME / WORKSITE: <u>NDOH/Division of Behavioral and Mental Health Services, Window Rock, Arizona</u>	
WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/> GRADE/STEP: <u>BQ58A</u>
WORK HOURS: <u>40 hrs/week</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____ \$ <u>27,519.84</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : _____ \$ <u>13.18</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/> _____

**DUTIES AND RESPONSIBILITIES:**

Under immediate supervision of the Property Supervisor, performs work involving the repair and maintenance of buildings, facilities and properties for Division of Behavioral and Mental Health Services (DBMHS) sites and must provide own tools to carry out the duties described. Performs routine general plumbing, roofing, plastering, carpentry, electrical and general HVAC maintenance; paints interior and exterior of buildings, facilities and properties; replaces light bulbs and fixtures; provides and completes maintenance work within prescribed safety standards and instructions provided by immediate supervisor.

Cleans and performs preventative maintenance on equipment, power and hand tools; checks appliances to ensure proper operation; assists supervisor in obtaining quotes from vendors for building materials and supplies; orders, picks up and delivers parts, supplies and construction material; maintains inventory of equipment and supplies needed for general maintenance.

Maintains upkeep of lawns, grounds and parking lots; assist in storage of supplies, materials and equipment; assists with cleaning and maintaining assigned buildings; assists with stocking and replacement of office supplies. Performs general custodial work, which includes cleaning and maintaining floors, furniture, carpets, etc.

When requested, will assist the Senior Building Maintenance workers and be available to assist at all DBMHS sites when needed.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma/GED; and two (2) years of experience in building construction or maintenance; or an equivalent combination of education and experience.

**Special Requirements:**

- A favorable background investigation.
- Possess a valid state driver's license.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of Navajo Nation building maintenance, remodeling and repair guidance; knowledge of occupational safety and health practices and standards; knowledge of environmental protection practices and procedures; knowledge of grades and qualities of a variety of materials, supplies and equipment; knowledge of basic trade code standards related to electrical, plumbing, roofing, etc.; knowledge of maintenance, operation and utilization of a variety of equipment, power and hand tools; skill in reading and interpreting facility and building blueprints, schematics and designs; skill in following verbal and written directions; and skill in establishing and maintaining effective working relationships.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**